

Minutes of the Criminal Justice Information Sharing Executive Committee Meeting
Thursday, October 12, 2007, 1:15 pm CDT
Bureau of Criminal Investigation – Main Conference Room
Bismarck, North Dakota 58503

Call to Order: The meeting was called to order by Jerry Kemmet

Executive Committee Members present: Charles Placek – DOCR, Sally Holewa – Supreme Court Department, Nancy Walz – Information Technology, Jerry Kemmet – BCI, Paul Hendrickson – Griggs County SO, Keith Witt – Bismarck PD, Daryl Vance – Watford City PD, Julie Lawyer – Burleigh County SA, Pat Heinert – Burleigh County SO

Members absent:, Wade Enget - Mountrail County SA, Russ Timmreck – Department of Emergency Services, Dave Kleppe - Highway Patrol

Others present: Pam Schafer, Tamara Schatz, Gordon Christensen – CJIS, Cher Thomas – AG, Vaughn Klier – Towner County, James Boehm - State Radio

Agenda

Topic: Approve September 14, 2007 Meeting Minutes

Discussion:

Motion to approve meeting minutes by Paul Hendrickson; Second by Darryl Vance. Unanimous approval.

Topic: SAVIN Grant

Discussion:

Chuck feels the grant provides an opportunity to acquire a unified jail management system for the State of North Dakota. NDACO could possibly assist with the project. Paul pointed out that NetRMS has as booking system. Chuck stated there is a need of offender based tracking. Cher Thomas would like to integrate live scans with the JMS. Chuck stated NDACO's Terry Traynor may help coordinate with the jails. Steve Engen, DOCR Jail Administer and Dick Johnson were mentioned as other contacts.

Other stakeholders will need to be involved with the SAVIN Process. After the demonstrations an advisory committee needs to be formed. The following is from the initial grant and should start as a starting point for the committee.

Implement a governance structure and formal agreements among the agencies involved. The governance structure will include, at a minimum, representatives from the Judicial Branch, the Criminal Justice Information Sharing (CJIS) program, the Department of Corrections and Rehabilitation (DOCR), the Attorney General's Office (AGO), a local law enforcement official, a state's attorney, a victim's advocate and a crime victim. (1 month)
Responsible entity: CJIS

Chuck stated he can contact the victim witness association and Bonnie Palachek, Director from the Council of Abused Women Services.

Action:

CJIS staff is bringing in Appriss, Motorola, and Archonix for a demonstration of the systems during the last week of October. The Executive Committee should send information to Gordon on individuals that they feel are appropriate to attend the demonstration session.

Topic: CJIS Program Status

Discussion:

Monthly status of the CJIS Hub, LERMS, and STARS statistics was presented. Information is available at <http://www.nd.gov/cjis/Committees/Executive.htm>.

Local Law Enforcement Integration Project

Project has restarted now that the Protection Order Project was implemented. The project is in development stages with a projected completion date of December 15, 2007

BPD Integration Project

Awaiting vendor costs from BPD. This project hinges on the completion of the LERMS Integration Project. Keith reported Dwight Offerman has recontacted the vendor about costs.

SAVIN

Grant has been awarded.

Topic: CJIS Governance Structure

Discussion:

Jerry discussed that the functions at this level (executive committee) need to be looked at. He stated that the CJIS Board is looking at expanding their board. Jerry stated the Chief has concerns of the board's ability to perform their functions with a limited 3 member board and possible limited communication between the executive committee and the board. Jerry asked if there should be one combined board. This is a time for further recommendations and an opportunity to change the governance structure. Chuck asked what the role of the board should be. CJIS's role was discussed with some history. CJIS started out as being the CJIS Hub with providing criminal justice information sharing. As additional applications, (LERMS and STARS) have been added the stakeholder group and revenue sources have changed. The thought should be if new criminal justice project do not go through CJIS it should be questioned as to why not. Other information sharing projects like Tracks, for electronic citations, are not coordinated with CJIS.

Paul brought up it is his vision for CJIS to accomplish integration from initial booking through the criminal justice process, and is hearing overlapping goals from the DESAC group.

Jerry felt the CJIS Board is looking to make their group larger. Nancy stated that SAVIN has an influence on the structure as victim notification is not the board's area of expertise. Originally, the Office of Attorney General and Information Technology Department made decisions as resources were held by these agencies. The board is struggling with administration issues in addition to policy issues. Darryl questioned whether CJIS had enough staff to support the current efforts.

Action:

Motion to work on structure by Chuck Placek; seconded by Nancy Walz and approved by the committee. Committee members should send thoughts via email to the group prior to the next meeting.

Topic: Administrative Rules

Discussion:

Jerry stated Edward Erickson did not have notes from prior meetings on administrative rules and that the administrative rules sub-committee would need to start over with Mary Kay Kelsch.

Action:

No status was taken on this; the sub-committee will work on the administrative rules with counsel to develop administrative rules.

Topic: CJIS Strategic Plan

Discussion:

The strategic plan was discussed. Large projects and operational areas were discussed. The committee wanted to know where the cruiser module was it. The cruiser module is a mobile solution of NetRMS for officers to use system and sync up back at the office. Tammy has been working with Motorola to no resolve, as she is awaiting software. There was a motion to have the CIO or an assistant attorney to make written contact with Motorola on not delivering on product purchases. Mark Roylance and Jim Bjornsen are the contacts with Motorola. Cher would like to have the live scans integrated in with the jail management systems. Sally stated the courts could be taken out of the priority list. It might be

easy to integrate Court Calendars as this is separate from UCIS. It was nice to have CJIS staff at meetings for questions if need be.

Chuck saw that law changes are necessitated in the next session for SAVIN. Sally discussed that we should take care of current efforts such as LERMS and cruiser module, Stars and the hub before taking on more efforts.

Action:

Gordon will prepare a presentation for the CJIS Executive Committee on projects with current state at the next Executive Committee Meeting.

Topic: Review CJIS Hub Users

Discussion

Two individuals were approved.

Meeting was adjourned at 3:15 p.m.